



KENNETH J. KING
CHIEF JUDGE

ROBERTA C. ARCHER
CHIEF JUDGE PRO TEM

MONICA LYGHT
COURT ADMINISTRATOR

State of Michigan
36th District Court
421 Madison Avenue
Detroit, Michigan 48226-2338

JOB ANNOUNCEMENT

GRANT WRITER

Contractual Position without Benefits

Hourly Rate \$23.84

The 36th District Court is accepting applications for GRANT WRITER.

GENERAL SUMMARY:

Under limited supervision, responsible for conducting the full range of activities required to research, prepare, submit and manage grant proposal(s) for the Court. Designs and writes grant proposals and/or applications. Conduct research for potential funding sources and maintaining databases.

JOB QUALIFICATIONS:

The job requires a Bachelor's degree with a minimum of two (2) years experience in grant writing, proficient in the use of technology (i.e. Microsoft Word, Excel and PowerPoint).

HOW TO APPLY:

Qualified persons must submit both a résumé and an Application for Employment in person or by U.S. Mail. Accepting Applications and résumés September 14 thru September 27, 2012, 8:00 a.m.- 4:30 p.m. to the attention of: Human Resources, 36th District Court, 421 Madison Ave., Suite 518, Detroit, Michigan 48226. No faxes or e-mails accepted. For more information or to download an Application for Employment: www.36thdistrictcourt.org.

An Equal Opportunity Employer

Original Posting Date: September 14 thru September 27, 2012.

Extended until position filled.